



## MEMORANDUM

To: Language Minority Central Points of Contact  
Superintendents

From: Michele Walker, Director  
Office of Student Assessment

Lauren Harvey, Assistant Director  
Office of English Language Learning and Migrant Education

Date: July 3, 2008

RE: Ordering of LAS Links Placement Tests

In Fall 2006, the LAS Links Placement Test became the only State-approved instrument for initial placement/screening of new language minority students. This will continue for the 2008-09 school year with the exception of Kindergarten. Students in Kindergarten will be assessed for initial placement using the Pre LAS 2000. Only those **newly** enrolling students who indicate a native language other than English on the Home Language Survey (HLS) are given a placement test; it is **not** administered to all enrolled limited English proficient (LEP) students. In accordance with federal Title III requirements, parents must be notified of the result of this placement assessment within 30 days of enrollment at the beginning of the school year, or within two weeks of enrollment during the school year. The LAS Links Placement Test is locally administered and scored. Placement Test data are managed locally, will not be collected by CTB, and are used only to identify students as limited English proficient (LEP) for placement in an English language development program.

The LAS Links Placement Test for grades 1-12 and Examiner's Guide, as well as the Pre LAS 2000 for Kindergarten, are available to public school corporations and charter schools at no charge. School corporations and charter schools must order the test materials by calling the CTB Indiana Help Desk at (800) 282-1132. The deadline to order placement tests for the beginning of the 2008-09 school year is **August 1, 2008**. Orders may also be placed throughout the school year. School corporations are expected to order copies of the tests that match students' grade levels for the 2008-09 school year.

Shipments will be received by school corporations within 4-7 business days after the order has been placed. School corporations and charter schools will have the opportunity to order additional placement tests and examiner's guides throughout the school year. Technical assistance will be provided by CTB/McGraw-Hill throughout the ordering and shipping process.

Training on how to administer and score the Placement Test and Pre LAS 2000 will be provided at the end of August; however, staff that have familiarized themselves with the test administration manual may administer the initial screening instruments prior to this training. The training will occur in conjunction with the Title III Fall Administrative Workshops. To register for a workshop visit:  
[http://www.doe.state.in.us/lmmp/LAS\\_links.html](http://www.doe.state.in.us/lmmp/LAS_links.html)

Questions related to English language proficiency assessment should be directed to Lauren Harvey, Assistant Director, Office of English Language Learning and Migrant Education, at (317) 232-0555 or (800) 382-9962.